



CITY OF NEWPORT BEACH

COMMUNITY DEVELOPMENT DEPARTMENT

BUILDING DIVISION

3300 Newport Boulevard | P.O. Box 1768 | Newport Beach, CA 92658
www.newportbeachca.gov | (949) 644-3275

SIGN PLAN REVIEW COMMENTS

Project Description:

Project Address:

Plan Check No.:

Permit App. Date:

Permit App. Expires:

Use:

Occupancy:

Const. Type:

CY Cut/Fill:

No. Stories:

Permit Valuation:

Architect/Engineer:

Phone:

Owner/Tenant:

Phone:

Applicant/Contact:

Phone:

Plan Check Engineer:

Phone:

☒ 1st Review: (date)

☐ 2nd Review:
Italic comments

☐ 3rd Review:
By Appointment

The project plans were reviewed for compliance with the following codes and standards:

2010 CBC; 2010 CPC; 2010 CEC; 2010 CMC; 2008 Building Energy Efficiency Standards (BEES);
2010 California Green Building Standards Code (CALGreen); & Chapter 15 of the Newport Beach
Municipal Code (NBMC).

The code section references are from the 2010 CBC, unless otherwise stated.

- **TO EXPEDITE PROJECT APPROVAL:** Please provide a written response indicating how and where each comment was resolved on the plans.
- Resubmit all previously reviewed plans, updated plans and supporting documents with each subsequent review.
- **AFTER 2nd PLAN REVIEW:** Please call the plan check engineer listed above to schedule a plan review appointment, to expedite project approval.
- For clarification of any plan review comment, please call the plan check engineer listed above.
- Plan review status is available online at www.newportbeachca.gov. Project status is also available using the interactive voice response system at 949-644-3255, or by speaking with a permit technician at 949-644-3288 during business hours.

GENERAL

1. Include the following on all plan sheets in the title block:
 - a. Site address,
 - b. Plan preparer's name, address and telephone number,
 - c. Property owner's name, address and telephone number.
 2. All permits related to the proposed project shall be issued at the same time, or separate plans and plan review will be required for items not issued with this review. Provide additional permit worksheets for the following:
 - a. Accessory structures, detached patio covers and trellises,
 - b. Detached or free-standing trash enclosures,
 - c. Masonry or concrete fences over 3.5 ft high,
 - d. Retaining walls over 4 ft high from the bottom of the foundation to the top of the wall.
 3. Obtain plan review approval from the following:
 - a. Building Department – EMP Plan Review,
 - b. Fire Department,
 - c. Grading Plan Review,
 - d. Planning Department,
 - e. Public Works Department,
 - f. Public Works – Harbor Resources Division,
 - g. Orange County Health Department.
 4. All plan sheets shall be signed by the appropriate design professional(s). If the project scope allows plan preparation by other than a licensed individual, such plan preparer shall sign and date all plan sheets. BPCS 5500, et seq.
 5. Provide clear, legible drawings, with a print density appropriate for archival and reproduction. Drawing should be 1/4 or 1/8 inch scale. Plan details and text may be of a scale or font size appropriate for the item. Colors shall not be used to show different line types, contrast, or shading. Color photos may not be used to detail architectural or structural elements of the plan.
 6. Calculations, reports and other documents shall have an easily removed binding, such as staples or spiral. Permanent edge or glued binding methods are not acceptable.
 7. Provide at least two identical plan sets for permit issuance. When multiple plan sets are submitted, or resubmitted, for departmental reviews all sets shall be identical.
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1. **Add note to plans:** "All work to comply with 2010 California Building codes and 2008 California Energy Efficiency Standards for sign lighting."
 2. Specify type of wall construction you will be attaching signage to (concrete, wood, stucco, etc.)
 3. Specify type and size of fasteners (diameter and length) you will be using to attach signage.
 4. **Add note to plans:** "Provide 20 amp dedicated circuit for signage with automatic time clock control."
 5. **Add note to plans:** "Sign installer to identify sign circuit breaker and update panel directory."
 6. Comply with Title 24- 2008 California Efficiency Standards for outdoor illuminated signage, see attached SLTG-1C) page 1 and 2) energy forms. These forms are to be printed on the plans.
 7. Licensed sign contractor to provide wet signature on the plans (no copies or electronic signatures)
 8. Plans are incomplete, additional corrections may follow.